

Module 9

Chapter 2

Building NAF Applicants

Chapter Overview

Introduction

To process an appointment action in the modern DCPDS, you must first enter the person as an applicant. You can do this one of two ways:

1. You can enter the applicant data through the process explained below (referred to as “building” an applicant because this is how you start building a person’s record in the modern DCPDS).
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Chapter Overview, Continued

Before You Begin

The system requires a two-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant.

▮ **Example:** To appoint an applicant to a position effective August 19, a prior date of at least two days must be used for entering the applicant (e.g., 17 August or earlier).

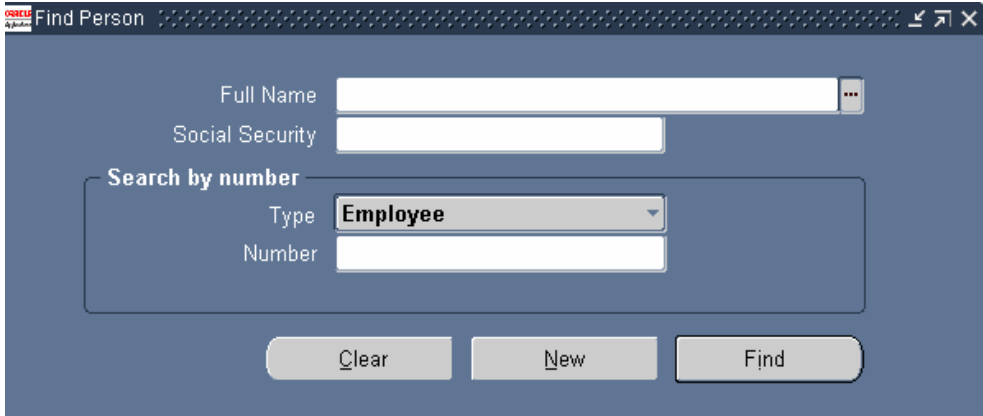
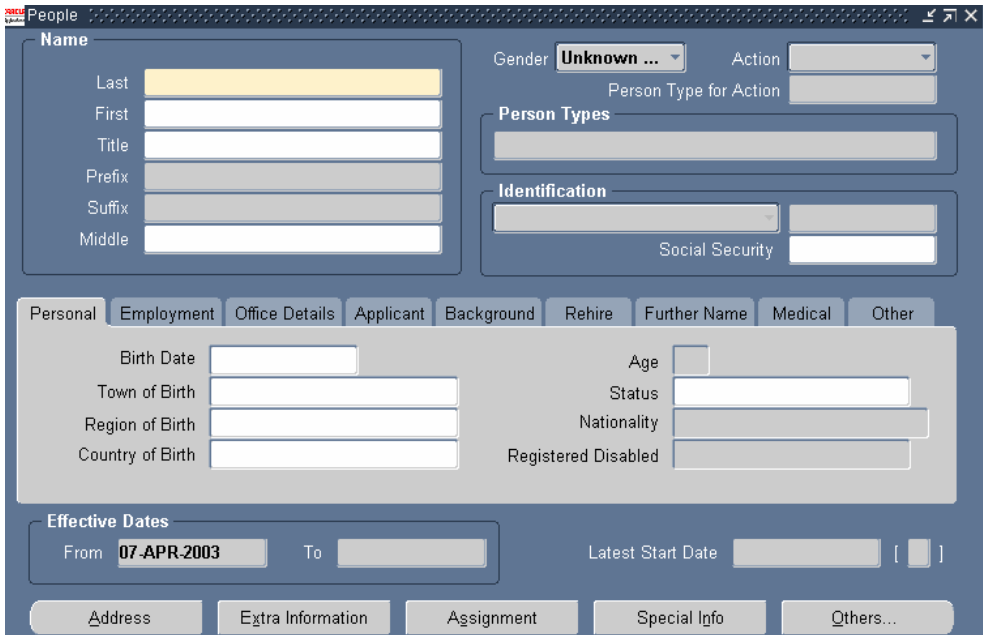
How to work around: Use the DateTrack feature to work around this business rule, to input and appoint the applicant on the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
 - Alter the effective date again to at least one day forward from the date used to enter the applicant, and at least one-day before the appointment date; then, change the applicant's status to "Accepted."
 - Reset the effective date to the current date to "appoint" the applicant.
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Building NAF Applicants

Building a NAF Applicant



The following procedures describe how to build a NAF Applicant. Only the required data fields are described.

Step	Action
1	<p>Navigation Path \square <i>People</i> \square <i>Enter and Maintain</i> \square <Open>. The Find Person window opens. Click the <New> button.</p> 
2	<p>The People window opens:</p> 

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Building NAF Applicants, Continued


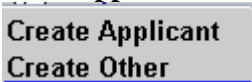
Building a NAF Applicant (continued)

Step	Action						
3	<p>If you plan to appoint the applicant within the next two days, you need to alter the effective date in the system to meet the business rules described in the introduction. To do this:</p> <ul style="list-style-type: none"> Click Alter Effective Date  on the Toolbar. Alter the effective date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either: <ul style="list-style-type: none"> Type over the highlighted data in the <i>Effective Date</i> data field (which opens the current date). Use the format: DD-MMM-YYYY. Then click the <OK> button Click in the <i>Effective Date</i> data field and enter a date or click the LOV to display the calendar. Select a date, then click the <OK> button <p>The altered effective date opens on the Title Bar of the People window.</p>						
4	<p>Your cursor will be in the <i>LAST</i> data field of the <i>NAME</i> Region. Enter the applicant data, as described below.</p> <p> Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Last</td><td> <ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. </td></tr> <tr> <td>First</td><td> <ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field. </td></tr> </tbody> </table>	Data Field	Action	Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. 	First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field.
Data Field	Action						
Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. 						
First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field. 						

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Building NAF Applicants, Continued


Building a NAF Applicant (continued)

Step 4 Cont	Action	
	Data Field	Action
	Middle	<ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab].
	Unknown Gender	<ul style="list-style-type: none"> Click the “M” key for <i>Male</i> or “F” for <i>Female</i>.  <p>Press [Tab] or click in the <i>Type</i> data field.</p>
	Action	<ul style="list-style-type: none"> Select Create Applicant from the LOV. 
	Social Security Number	<ul style="list-style-type: none"> Type in the applicant’s SSN. Use format NNN-NN-NNN (you must type in the dashes). Press [Tab]. Follow component guidance for building pseudo SSNs for employees on more than one appointment.
	Birth Date	<ul style="list-style-type: none"> Type in the applicant’s birth date, using the format: DD-MMM-YYYY. Press [Tab].

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
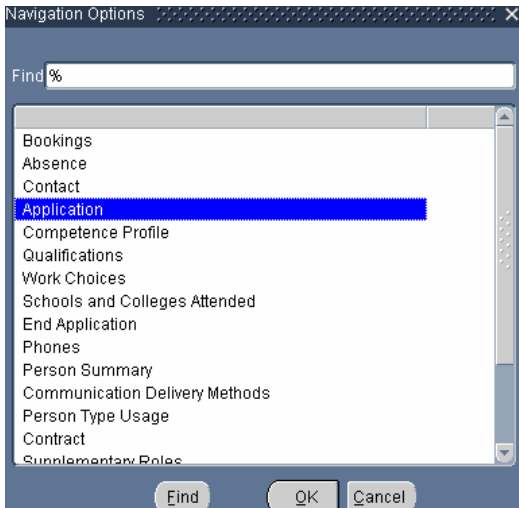
Building NAF Applicants, Continued

Building a NAF Applicant (continued)

Step	Action
5	<p>Save your action.</p> <p>The Message Line at the bottom of the window indicates <i>“Working...”</i> followed by <i>“Transaction complete: 1 Records applied and saved.”</i></p> <p> Note: The system calculates the applicant's age and populates an Applicant Number in the <i>Applicant</i> data field.</p>

Accepting a NAF Applicant

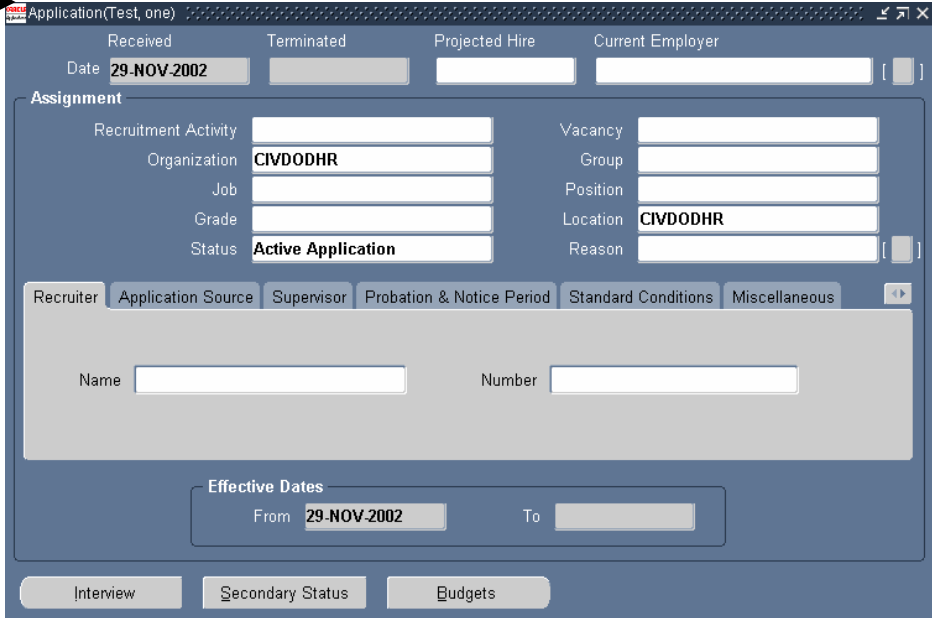
You are now ready to “Accept” the applicant.

Step	Action
1	On the People window, click the Alter Effective Date  button on the Toolbar, and change the effective date to one day after the date you input the applicant data. Click the <OK> button.
2	Click the <Others> button.
3	<p>The Navigations Options window opens. Select “Application” from the LOV then click the <OK> button.</p> 

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Building NAF Applicants, Continued

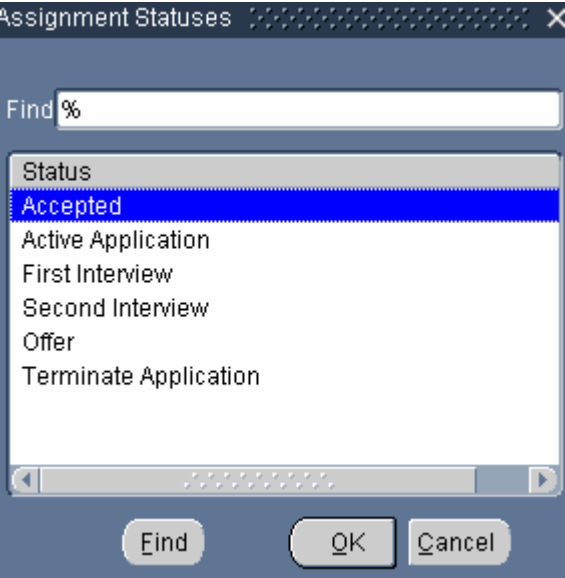
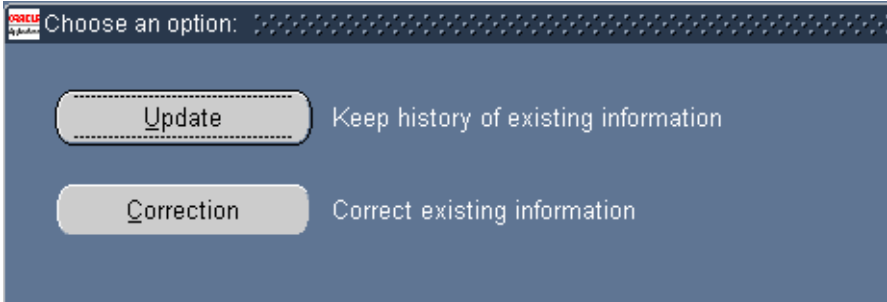
Accepting a NAF Applicant (continued)

Step	Action
4	<p>The Application window opens with the applicant's name in the Title Bar.</p>  <p>Note:</p> <ul style="list-style-type: none"> • The Received Date data field populates. • In the Assignment Region, override the Organization data field with the employee's correct organization. This allows you to see the applicant after Security List Maintenance runs. Otherwise, you need to appoint the applicant immediately before it is run.

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Building NAF Applicants, Continued


Accepting a NAF Applicant (continued)

Step	Action
5	<p>Also, in the Assignment Region of the Application window, click in the Status data field (it will display “Active Application” as the status). Click the LOV icon select “Accepted” from the LOV then click the <OK> button</p> 
6	<p>The Status data field now opens “Accepted” and an Option window appears asking to <Update> (keep the history) or <Correction> (correct existing information). Click the <Update> button.</p> 

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Building NAF Applicants, Continued

Accepting a NAF Applicant (continued)

Step	Action
7	<p>Click the <i>Save</i> icon. The From date in the Effective Dates Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant).</p> <p>Return to the People window and reset the system date.</p>
8	<p>The applicant is ready to be assigned to a position via the RPA.</p> <ul style="list-style-type: none">• Click the Alter Effective Date  button on the Toolbar.• Click the <RESET> button. This resets the effective date to the current date. Click the <OK> button.
9	<p>Close the window and process the appointment action.</p>

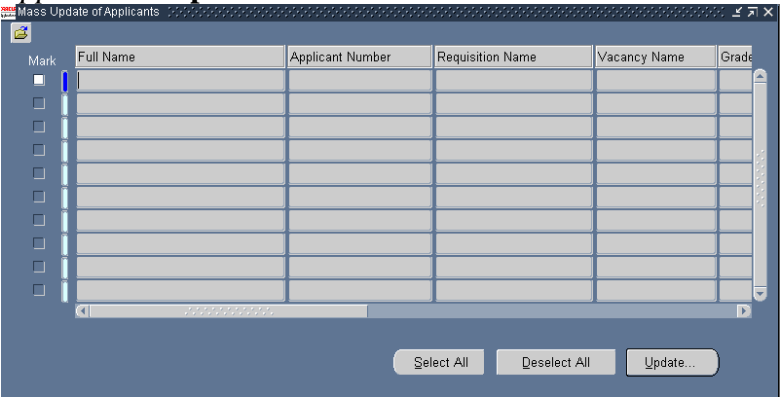

Mass Updating NAF Applicants

Introduction

This section describes the steps for updating the status from “Applicant” to “Accepted” for more than one NAF applicant.

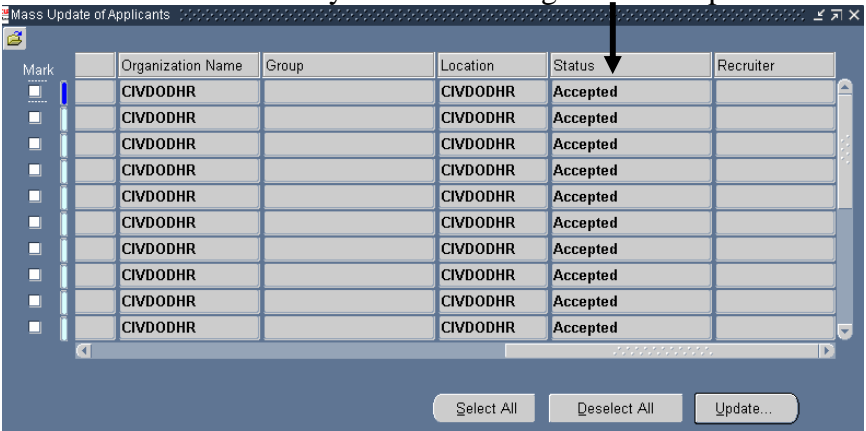
Mass Updating Applicants

Follow these steps to mass update applicants:

Step	Action
1	<p>Navigation Path People Recruitment Mass Update of Applicants <Open></p> 
2	<p>Query in the Full Name Column. Press F11 then Press the CTRL + F11 buttons together. All applicants populate. Select only those applicants that need to be updated.</p> <p>Note: You will see all applicants in the database, even though another user created them. Applicants are associated with CIVDODHR (Organization) and all users who can create applicants have the same view.</p> 
3	<p>Date Track to the Acceptance Date.</p> <ul style="list-style-type: none"> To update individual applicants, click on the boxes under the “Mark” Column by each applicant and then click <Update>. To update all applicants use <Select All>, and <Update>.

Mass Updating NAF Applicants, Continued

Mass Updating Applicants (continued)

Step	Action
4	<p>Scroll to the right to view the remainder of the table and see the “Status” Column to verify the status changed to “Accepted.”</p> 
5	Close the window and Exit.
6	Reset the system date to the current date.


Deleting or Purging a NAF Applicant

Introduction

This section explains the steps for deleting applicants.

Deleting or Purging a NAF Applicant

You can delete an “accepted” applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	Navigation Path □ <i>People</i> □ <i>Enter and Maintain</i> □ <Open> . The Find Person window opens. Enter the applicants and Click <Find> .
2	The People window opens with the applicant data populated. Click the <Others> button.
3	The Navigations Options window opens. Select Application from the list click the <OK> button.
4	The Application window opens with the applicant's name in the Title Bar. With your cursor in the From data field (Effective Dates Region), alter the effective date to the day <u>before</u> this date. For example, if the From date is 02-Jul-2001, DateTrack to 30-Jun-2001.
5	Click the Delete Record  icon on the Toolbar
6	A dialog box opens asking if you are sure you want to delete this record. Click the <Yes> button.
7	A decision box opens, Click the - <Next> button to remove the next change, or click the <All> button - to remove all scheduled changes, or click the <Purge> button - to completely remove from the database
8	Click the Save icon